

NORTH CAROLINA DIVISION OF AGING
AND
AREA AGENCY ON AGING

MONITORING TOOL
FOR
SENIOR CENTER LONG TERM OBLIGATIONS

Senior Center: _____
Review Date: _____ State Fiscal Year _____
Interviewer: _____
Person(s) Interviewed and Title(s) _____

Construction and Acquisition

COMPLIANCE STANDARD: Area Agencies shall make onsite visits to all senior centers listed in the senior center inventory which have been constructed or acquired with federal and/or state funding on an annual basis for the duration of the commitment period. The Area Agency shall review and maintain documentation that centers are in compliance with Section 312 of the Older Americans Act, including the emphasis on targeting services and outreach.

AUTHORITY: 1. OAA Section 302.10, 312, and 306
[a][5][A][i] and Section
306[a][5][B]

2. DOA Policy Manual, Vol.I,
Section 407.5[A][I]

INDICATORS

1. The senior center continues to be owned by one of the following agencies or organizations:

A. PUBLIC _____
B. PRIVATE NONPROFIT _____

Yes__ No__

COMMENTS:

2. The senior center can **demonstrate and document** the following

targeting emphasis during the long-term commitment period:

A. That preference is given to providing services to older adults with the greatest economic or social needs, with particular attention to low income minority individuals, **AND** B. That outreach efforts will identify individuals eligible for assistance under the Act, with special emphasis on rural elderly, older individuals who have the greatest economic need {with particular attention to low-income minority individuals} older individuals who have the greatest social need {with special attention to low income minority individuals} and older individuals with severe disabilities, and inform such individuals of available assistance.

Yes__ No__

Describe the process in place to ensure that item A is met AND note documentation reviewed that further support the center's efforts:

Describe the process in place to ensure that item B is met AND note documentation reviewed that further support the center's efforts:

NOTE: Senior centers may meet service provision and outreach requirements to targeted populations by providing services at the center and/or coordinating the provision of services and activities at locations which may be more conducive to targeting populations within the community.

Senior centers are responsible for maintaining documentation of services and outreach provided to targeted populations.

AUTHORITY: Senior Center Development Standards 403.26

3. The Senior Center is continuing to meet the following requirements specified within the SENIOR CENTER DEVELOPMENT STANDARDS [403.26]:

INSTRUCTIONS: For each of the following areas mark compliance status [Y] or [N], and describe the process observed/in place to verify adherence. Also, note areas of DOCUMENTATION observed which further provides evidence of compliance.

There is a full time senior center director OR there exists a written commitment to hire a qualified full time director. Yes__ No__

Completed structure is a minimum of 4,000 square feet. Yes__ No__

The center is operational at least 8 hours per day, 5 days per week. Yes__ No__

Nutrition service is NOT the primary service intent. Yes__

No__

The center is in compliance with local and state safety, health, fire, building, zoning and sanitation codes, laws and/or ordinances. Yes__
No__

The center is in compliance with Section 504 Accessibility Regulations and the Architectural Barriers Act. Yes__
No__

There is a written commitment to operate the senior center in accordance with National Institute of Senior Center Standards. Yes__ No__

4. **DOCUMENTATION** is available that the senior center has and is currently meeting the description of a multipurpose senior center as specified in Section 302.10 of the Older Americans Act.

" A community facility for the organization and provision of a broad spectrum of services, which shall include but not be limited to the provision of health [including mental health], social, nutritional, and educational activities for older adults."

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Yes__ No__

DOCUMENTATION REVIEWED:

5. Senior Centers receiving **TITLE III-B FUNDING** for construction or acquisition after July 1, 1991 will have the following executed documents:

- A. Notice of Record-Local Government [DOA 711] or
- B. Notice of Record-Private-Non-Profit [DOA 712]

Yes__ No__

6. Effective September 30, 1991, an ORIGINAL Verification of Compliance form [DOA 710] is on file for all senior centers receiving STATE FUNDS for construction or acquisition.

Yes__ No__

In the event that the ownership of a facility changes or the facility ceases to function as a multipurpose senior center, THE GRANTEE SHALL NOTIFY THE AREA AGENCY IN WRITING IMMEDIATELY- following instructions provided through existing DOA Policy Manual VOL. I, Section 407.5 [A][I].

RENOVATION/EQUIPMENT PURCHASES

COMPLIANCE STANDARD: Area Agencies shall receive annually a verification of compliance [DOA 710] from authorized senior center personnel that the center is meeting the commitment requirements specified in Section 312 of Older Americans Act.

AUTHORITY: DOA Policy Manual, Vol. I, Section 407.5 [A][3]

1. An **ORIGINAL** VERIFICATION OF COMPLIANCE form [DOA 710] is on file for all senior centers receiving state funds for construction or acquisition OR federal and/or state funds for renovation or

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equipment purchases. This form is on file with the Area Agency by
July 31 of each year for the commitment period.

Yes__ No__